

Ancel Airington & Associates, P.L.L.C.

Certified Public Accountants

301 North Bryant Avenue, Suite 100
Edmond, Oklahoma 73034

Ancel Airington, CPA
Trena McBride, CPA
James C. Airington, CPA

RaLayna Kennedy, CPA
Clyde Jasper, CPA
Amber Randolph, CPA

Welcome to Ancel Airington & Associates, PLLC

It is a pleasure to serve your accounting and tax preparation needs.

Attached is our Client Information Sheet, 2019 Annual Engagement Letter, Consent Letter, 2019 Tax Questionnaire and Tax Organizer for your review and signature(s). Please sign where indicated and return as soon as possible. You can mail, email, fax to 405.359.9002 or bring the forms to our office.

We offer our clients access to their tax returns in a safe and secure online portal that is available 24/7. This is our preferred method of providing completed tax returns.

It's all completely private and secure. And once you're set up, it's as easy as logging in to your client portal using a secure ID and password.

On your portal, you can:

- Get copies of your tax returns; no need to call us or hunt for your paper copy.
- View and pay your invoice.
- Securely send us your QuickBooks files, financial statements, or any other files.
- Store important documents that you upload to the portal.

Our tax preparation process is as follows:

When your tax documents are received, your tax return will be prepared and reviewed. A copy of your tax return will then be placed on our secure web portal for you to review. You will receive a call to go over the results. After you review and approve the returns, you can sign the returns electronically. If you are married filing jointly, we must have a unique email address for you and your spouse. You will receive an email that verifies your identity and then sign the forms. You will receive a separate email with a link to access the completed return and invoice on the portal.

The returns will be e-filed when the e-file signature forms are received by our office. You will receive an email from the IRS and applicable state acknowledging acceptance of your returns.

The invoice is due upon receipt. We accept cash, checks or credit cards.

If we have your original documents, you will receive a call letting you know your documents are ready to be picked up. Action Items can be printed upon request.

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